

2011-12 KYAE Professional Development & Professional Growth System



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Welcome!

Welcome to the 2011-12 KYAE Professional Development and Professional Growth System Guide.

This guide provides information on:

1. Annual required in-service professional development (PD)
2. Self-paced assessment refreshers courses required biennially for all instructors and directors
3. Optional professional growth opportunities
4. Tuition reimbursement for optional college courses approved by KYAE
5. Required refresher courses

Annual Professional Development

Each year KYAE program directors and instructors are required to complete annual in-service PD. Completing the annual requirements **re-qualifies** the directors and instructors to serve Kentucky's adult population.

PD for 2011-12 focuses on preparing, examining and implementing the **KYAE Common Core Standards**. KYAE Common Core Standards PD uses the Standards-in-Action (SIA) Innovations (www.adultedcontentstandards.ed.gov) developed by the U.S. Department of Education and the Office of Vocational and Adult Education. Through the innovations, the KYAE adult education (AE) programs will have the opportunity to align the standards to their existing curricula to see if the curricula measure up to the rigor of the new standards.

To Register for KYAE Courses except for KYAE Common Core Standards, English/Language Arts and KYAE Common Core Standards, Mathematics (program directors have previously identified staff enrollments):

1. **Active Status in AERIN** –Have your director or the appropriate staff enter you in the AERIN (Adult Education Reporting and Information Network) database system and place you in **active status**. Be sure to enter in AERIN the e-mail address you want to use for all notices about your PD courses, etc.
2. **Username and Password for the Kentucky Virtual eLearning Portal** –All active staff in the AERIN system will be sent electronically their username and password to their e-mail address entered in the AERIN system. You will need this to register for your online PD. If you became active in AERIN recently and do not have your username and password, please contact the KYVC help desk online at https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php or call toll-free at 1-877-740-4357.
3. **Use the KYAE Course Catalog** at <http://www.kyvae.org/courses/courses.aspx> to register for your KYAE online courses.
4. After registering for a course, registrants will receive an e-mail from KYVC indicating that a Kentucky Virtual e-Learning Portal account has been created for them. It will also provide the username and password to begin the course. If the course is facilitated, registrants will also receive an e-mail from the course facilitator with further instructions.
5. Unless otherwise notified by the facilitator, participants will go to the following Web site: <http://kyvae.ky.gov> to begin their course. New users will be prompted to change their password the first time they log into the system. After a successful login, the course(s) will show up on the left-hand side of the ANGEL page under "My Courses".

To register go to KYAE Course Catalog at <http://www.kyvae.org/courses/courses.aspx>.

6. To get started, click the name of the course. Participants may also update personal information by clicking "Update Personal Information" under the "My Information" area.
7. If a participant cannot login to the system or has forgotten the username/password, please contact the KYVC help desk, 1-877-740-4357 or online at: https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php

PD Categories

An individual's primary assignment, hours per year and experience in a KYAE program determine the type and amount of in-service PD requirements. Pre-service PD such as degrees, certifications and adult education experience in other states does not determine PD requirements.

A. New program directors hired or assumed duties on or after April 1, 2011

(3 requirements)

1. New program directors will complete the 2011-12 program director requirements or the program director/instructor requirements for the Kentucky Common Core Standards professional development:

- **KYAE Common Core Standards, English/Language Arts (Fall 2011)**
- **KYAE Common Core Standards, Mathematics (Spring 2012)**

If a new program director does not instruct, she/he may designate a lead instructor to lead and participate in the standards PD; however, the director **will still attend** the Program Directors Common Core Standards face-to-face sessions for whichever or both standards trainings their instructors are participants (3 in the fall; 3 in the spring). Contact Meryl.Becker-Prezocki@ky.gov or (502-573-5114, ext. 215) if you have questions about these requirements.

The instructional leader's **Standards PD participation** is approximately **52.5 hours** for **either** the English/language Arts (Fall 2011) or the Mathematics (Spring 2012). If the program director elects to have staff participate in both, then the director or their designate will lead participants in both the English/language Arts (Fall 2011) and the Mathematics (Spring 2012) Standards PD.

2. New program directors will complete the following online courses **within the first year of employment**:
 - a. Orientation to Adult Education, approximately 6 hours
 - b. Introduction to the Tests of Adult Basic Education (TABE) administration*, approximately 8 hours
 - c. GED Official Practice Tests (OPT) administration*, approximately 8 hours

**Orientation to Adult Education is a prerequisite.*
3. New program directors will also participate in the **New Program Director Orientation** (Fall 2011).

B. Experienced Program Directors hired prior to April 1, 2011

1. Program directors **who are also instructors** will participate in the KYAE Common Core Standards, English/Language Arts (Fall 2011) and/or the KYAE Common Core Standards, Mathematics (Spring 2012). The director will lead as well as participate in the face-to-face sessions.
2. Program directors **who are not instructors** may designate an instructional leader at the county level for that role. The instructional leader's **Standards PD participation** is approximately **52.5 hours for either the** English/language Arts (Fall 2011) or the Mathematics (Spring 2012). If the

program director elects to have staff participate in both, then the director or their designate will lead participants in both the English/language Arts (Fall 2011) and the Mathematics (Spring 2012) Standards PD. The Standards PD for the **instructional leader** includes:

- a. A one-day face-to-face training for the standards learning center (LC) directors (program directors/instructional leaders) and coaches (provided by the PD contractors)
 - b. A one-day LC Instructors' training in September 2011 (English/language arts standards LC) or in January-February 2012 (mathematics standards LC)
 - c. Ensure LC completes the first set of assignments within the following four weeks and posts the completed work on ANGEL
 - d. Four weeks after the initial LC instructors' training, a second one-day training
 - e. Ensure LC completes the second set of assignments within the following four weeks and posts the completed work on ANGEL
3. **All Program Directors and county-level instructional leaders** must attend the Program Directors Common Core Standards face-to-face sessions.

C. **New instructors hired on or after April 1, 2011**, will **register** for the following three facilitated, online courses **within the first 60 days of employment** and complete them within the **first year** of employment. The courses provide an overview of the state adult education system, the adult learner and the assessments approved by the state for measuring success.

1. Orientation to Adult Education, (4 weeks, one hour/week)
2. Introduction to the Tests of Adult Basic Education (TABE) administration* (4 weeks, 2 hours/week)
3. GED Official Practice Tests (OPT) administration*, (4 weeks, 2 hours/week)

** Orientation to Adult Education is a prerequisite.*

*New instructors are **not** required to participate in the KYAE Common Core Standards PD. If their program director wants them to participate in the standards PD and if space allows, they may take the standards PD as an elective. It will **not** substitute for the required PD for new instructors.*

D. **New ESL Instructors hired on or after April 1, 2011**, whose primary area of instruction is English-as-a-second language will complete:

1. Orientation to Adult Education, approximately 6 hours.
2. One of the following online ESL courses, 12- 15 hours each:
 - Effective Adult English as a Second Language Classrooms, Part 1 (September 12 – October 21, 2011)
 - Effective Adult English as a Second Language Classrooms, Part 2 (January 23 – March 2, 2012; **prerequisite** – Part 1)
 - Assessment to Instruction for ESL Instructors (January 9 – February 17, 2012)
 - Pearson-Longman Teacher Development Interactive (TDI) Series modules (4 in all). Each is 10-12 hours. Participants who successfully complete the four modules may earn an **ESL credential** from The City University of New York. KYAE has discussion board exercises on ANGEL in addition to the TDI module coursework. **Each completed module**

with completed ANGEL exercises counts as one online course under KYAE PD requirements.

Available in 2011-12

- TDI –Fundamentals of English Language Teaching (April 2 – May 11, 2012)
- TDI –Teaching Listening Skills (October 10 – November 18, 2011)

Available in 2012-13

- TDI: Teaching Reading Skills
- TDI: Teaching Speaking Skills

Recommendation! For new instructors who are teaching ESL yet have no teaching background, we recommend their PD and professional growth electives (PG) **in this order***:

- Orientation to Adult Education
- Effective Adult ESL Classrooms, Part 1 and Part 2 (August 15 – September 23, 2011)
- Effective Lesson Planning (PG) (August 8 – September 16, 2011)
- CASAS Implementation Training ** (offered throughout the year)
- Assessment to Instruction for ESL Instructors (January 9 – February 17, 2012)
- Effective Instructional Strategies, Part 1 and Part 2 (August 15 – September 23, 2011)
- Pearson-Longman's (ESL) Teacher Development Interactive Series four modules (see dates on page 9)

*Note: The recommended coursework will take more than one program year.

** BEST Plus or BEST Literacy assessment online trainings are not available. Contact Joyce Bullock, Joyce.Bullock@ky.gov or 502-573-5114, ext. 118 for information about these assessments or the CASAS assessment.

To register for PD see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>

- E. **Late hires, new instructors hired after April 1, 2012**, will complete the online Orientation to Adult Education to meet the PD requirement for the year 2011-12.

To register for PD see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>

- F. **Experienced Instructors hired prior to April 1, 2011**, will complete PD based on their working hours (see #1 below). Experienced **instructors designated as instructional leaders** for their programs' Standards PD will complete items #2 and #3 on page 3, "Experienced Program Directors hired prior to April 1, 2011."

1. **Instructors who work 1000+ hours a year** will complete one or both of the following:
 - KYAE Common Core Standards, English/Language Arts (Fall 2011)
 - KYAE Common Core Standards, Mathematics (Spring 2012)

Description for both: KYAE Common Core Standards professional development is based on the Standards-in-Action Innovations (www.adultedcontentstandards.ed.gov) developed by

To register go to KYAE Course Catalog at <http://www.kyvae.org/courses/courses.aspx>.

the U.S. Department of Education and the Office of Vocational and Adult Education. Part 1, Understanding the Standards We Teach, will provide educators with an introduction to standards-based education. Standards offer measurable objectives on which instructors can base their curricula. By “unpacking,” or looking at the components of each standard, instructors will consider the knowledge and skills to be taught. Then, as a result of that “unpacking,” instructors will develop sample instructional activities. The second part of the professional development will address the level to which program instructional resources align with the standards. Throughout the professional development, instructors will engage in interactive learning with their peers. Face-to-face sessions and participation in program-based group work will be **approximately 45 hours**.

- Attend an initial one-day face-to-face training of their LC in September 2011
- Complete the first set of assignments within the following four weeks and post the completed work on ANGEL
- Attend a second one-day face-to-face training of their LC in October 2011 (four weeks after the September training) unless otherwise approved by KYAE
- Complete and post the second set of assignments on ANGEL within the four weeks following the second training

Instructors who teach both English/Language Arts and Mathematics may choose to participate in either fall 2011 or spring 2012.

To register for PD see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>

2. **Instructors who work 500-999 hours a year** will complete one of the following three:
 - KYAE Common Core Standards, English/Language Arts (Fall 2011)
 - KYAE Common Core Standards, Mathematics (Spring 2012) (see course description **above**)
 - KYAE Common Core Standards Online Course (Fall 2011) (see course description **below**)

To register for PD see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>

3. **Instructors who work 200-499 hours a year** will complete the following:
KYAE Common Core Standards Online Course (Fall 2011 or Spring 2012)
Description: The KYAE Common Core Standards Online Course (6-week facilitated course, 12-15 hours) will provide educators with an introduction to standards-based education. Standards offer measurable objectives on which instructors can base their curricula. By “unpacking,” or looking at the components of each standard, instructors will consider the knowledge and skills to be taught. Then, as a result of that “unpacking,” instructors will develop sample instructional activities. The second part of the PD will address the level to which program instructional resources align with the standards. Participants will engage in interactive learning with peers through the use of a facilitated discussion board and interactive activities. The course will be offered five times during the 2011-12 program year.

To register for PD see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>

G. Experienced ESL Instructors hired prior to April 1, 2011, will complete PD based on their working hours:

1. **ESL instructors (instructors whose primary assignment is ESL) and who work more than 1000 hours per year** may complete two online courses in lieu of the KYAE Common Core Standards professional development.

Online Courses for ESL Instructors (six-week facilitated courses, 12-15 hours each)

- Effective Adult English as a Second Language Classrooms, Part 1 (September 12 – October 21, 2011)
- Effective Adult English as a Second Language Classrooms, Part (January 23 – March 2, 2012; **prerequisite** – Part 1)
- Assessment to Instruction for ESL Instructors January 9 – February 17, 2012
- Pearson-Longman Teacher Development Interactive (TDI) Series modules (4 in all). Each is 10-12 hours. Participants who successfully complete the four modules may earn an **ESL credential** from The City University of New York. KYAE has discussion board exercises on ANGEL in addition to the TDI module coursework. **Each completed module with completed ANGEL exercises counts as one online course under KYAE PD requirements.**

Available in 2011-12

- TDI –Fundamentals of English Language Teaching (April 2 – May 11, 2012)
- TDI –Teaching Listening Skills (October 10 – November 18, 2011)

Available in 2012-13

- TDI: Teaching Reading Skills
- TDI: Teaching Speaking Skills

To register for PD see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>

2. **ESL instructors whose primary assignment is ESL and who work 200-999 hours per year** may complete one online course in lieu of the KYAE Common Core Standards professional development. See list of online ESL courses in #F above.

To register for PD see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>

Professional Growth

Professional Growth Opportunities (electives)—KYAE has identified or developed professional growth courses to supplement annual professional development. KYAE will cover travel and registration for participants who have completed the required PD for the year. The local program is responsible for covering their staff's time. The amount of time for each course is provided for budget assistance.

PG opportunities are electives and do **not** substitute for required professional development.

A. PowerPath

65+ hours of face-to-face sessions and in-program work

PowerPath focuses on how a person learns and the way to create the best possible environment for achieving learning gains. The PowerPath step-by-step process consists of easy-to-use screenings and a method for analyzing the results and recommending strategies for student use. This elective requires a **program director to participate** along with an instructor.

If you have questions about PowerPath, please contact Meryl Becker-Prezocki at (502) 573-5114, ext. 215, or meryl.becker-prezocki@ky.gov.

B. Online Professional Growth by KYAE

6-week facilitated courses, 12-15 hours each

These facilitated online courses will engage participants in interactive learning with peers through the use of blogs, facilitated discussion boards and professional growth activities. Each course will consist of interactive learning activities and assigned reading(s). A final project is **no longer required** for these courses. KYAE will offer each professional growth course **one time** during the program year. Each course requires a minimum of 15 participants.

- Assessment to Instruction (January 9 – February 17, 2012)
- Effective Instructional Strategies Part 1 (August 15 – September 23, 2011)
- Effective Instructional Strategies Part 2 (January 9 – February 17, 2012)
- Effective Lesson Planning (August 8 – September 16, 2011)
- Health & Financial Literacy (September 12 – October 21, 2011)
- Integrating Technology into Instruction (April 2 – May 11, 2012)

To register for professional growth electives, see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>.

C. Online Professional Growth Courses by ProLiteracy

6-week facilitated courses, 12-15 hours each

Participants in any of the ProLiteracy numeracy courses will virtually interact with math instructors in different states. The courses are offered one time during the program year.

- Foundations of Teaching Adult Numeracy (September 19 to October 31, 2011)
- Teaching Reasoning and Problem Solving Strategies (October 31 to December 19, 2011)
- Number Sense: Teaching About Parts and Wholes** (January 9 to February 20, 2012)
- Geometry: Teaching About Shapes and Their Measures** (February 13 to March 26, 2012)
- Data: Helping Students Interpret Statistical Representations** (March 19 to April 30, 2012)
- Algebra: Introducing Algebraic Reasoning** (April 23 to June 4, 2012)

To register go to KYAE Course Catalog at <http://www.kyvae.org/courses/courses.aspx>.

**** ProLiteracy prerequisites (2) for this course –Foundations of Teaching Adult Numeracy and Teaching Reasoning and Problem Solving Strategies**

Participants will register for the ProLiteracy course on the KYAE Course Catalog. ProLiteracy will e-mail registrants further instructions prior to the beginning of the course.

To register for professional growth electives, see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>.

D. KCTCS Learning on Demand Online Courses

Online facilitated mathematics courses, schedule set by KCTCS.

The need to prepare students to meet the challenges of college and career readiness may require instructors to review the math content needed to teach to the higher standards. For this purpose KYAE suggests enrollment in KCTCS math courses through Learn on Demand <http://learnondemand.kctcs.edu/> as a professional growth opportunity. Designed for working adults, Learn on Demand courses utilize a revolutionary approach to facilitated online education. Courses are delivered in bite-size classes called “modules” that are 3-5 weeks long and allow participants to start on a schedule of their own choosing. It is truly “on-demand education” where adults are free to work at their own pace with the flexibility between choosing from full courses or modules. Placement in modules is determined by KCTCS placement examination. **These courses are electives and do not substitute** for KYAE required PD. The tuition for successfully completed modules listed below will be reimbursed by KYAE. *See College Tuition Reimbursement on next page.*

MAT 055 Pre-Algebra

• MAT 0551 – Whole Numbers	0.3 Credit Hours	\$39*
• MAT 0552 – Fractions	0.7 Credit Hours	\$91*
• MAT 0553 – Decimal and Percents	0.7 Credit Hours	\$91*
• MAT 0554 – Signed Number Arithmetic	0.7 Credit Hours	\$91*
• MAT 0555 – Formulas and Measurement	0.3 Credit Hours	\$39*
• MAT 0556 – Tables and Graphs	0.3 Credit Hours	\$39*

MAT 065 Basic Algebra

• MAT 0651 – Measurement	0.3 Credit Hours	\$39*
• MAT 0652 – Algebraic Expressions	0.7 Credit Hours	\$91*
• MAT 0653 – Linear Equations and Inequalities	0.7 Credit Hours	\$91*
• MAT 0654 – Graphing	0.7 Credit Hours	\$91*
• MAT 0655 – Polynomials and Exponents	0.3 Credit Hours	\$39*
• MAT 0656 – Beginning Factoring	0.3 Credit Hours	\$39*

**Based on 2010-11 rates.*

To register for either KCTCS Learning on Demand Online courses, go to <http://learnondemand.kctcs.edu/>.

E. College Tuition Reimbursement

KYAE will reimburse up to \$1,000 per semester (not to exceed \$3000 per program year) per full-time staff member for college tuition while funds are available. Reimbursement is available for undergraduate coursework in learning disabilities, education, reading, language arts, science, social studies, math, English as a Second Language (ESL) and for graduate level courses to earn a master's degree in linguistics, ESL, adult education, arts in teaching, reading, language arts, science, social studies and math.

Applications for tuition reimbursement consideration must be sent by the program director to KYAE on the applicant's behalf and received by KYAE before the first day of class.

See [KYAE policy](#), pp. 47-48.

Access the application form [here](#).

KYAE pre-approves tuition reimbursement for ***successful completion** (a grade of C or higher) of KCTCS Learning on Demand Online Courses, MAT 055 Pre-Algebra and MAT 065 Basic Algebra (undergraduate. If you have questions, please contact Joyce Bullock, 502-573-5114, ext. 118 or joyce.bullock@ky.gov.

Required Online Assessment Refresher Courses

All experienced instructors and program directors must take the assessment refresher courses biennially:

A. The Tests on Adult Basic Education (TABE)

B. The GED Official Practice Tests (OPT)

Each course is online, unfacilitated and will take approximately **two-six hours** to complete. Both contain tips and protocols. Participants may take both at anytime during the two-year period.

C. CASAS Implementation Training *(required for ESL instructors; see different registration instructions below)*

This course is online, facilitated and will take approximately **two-six hours** to complete. Both contain tips and protocols. Participants may take both at anytime during the two-year period.

To register, see directions on page 4. The KYAE Course Catalog is located at <http://www.kyvae.org/courses/courses.aspx>

Additional Registration is needed for the CASAS Implementation Training:

- Go to the CASAS web site at: <http://training.casas.org/>
- Look under **Course Categories** and select Initial Implementation Training

To register go to KYAE Course Catalog at <http://www.kyvae.org/courses/courses.aspx>.

- A screen requesting your username and password will appear. Click on **Click here** to Register to set up a user name and password. After that, you should be able to go ahead and take the course.
- Complete the course and send the certificate of completion to Benita Wilhoite at Benita.Wilhoite@ky.gov. She will update the AERIN database with the completed course.

APPENDIX

Course Descriptions & Registration Links

Professional Development Courses for New instructors

Orientation to Adult Education facilitated, online course introduces new adult education instructors to adult education in Kentucky. Topics include: the adult learner, student orientation and goal setting, assessment and tracking student progress. Participants will engage in peer discussion and online training activities. The four-week (approximately one hour per week), course is **not** self-paced. Participants must complete each lesson within a seven-day window. **This course is a prerequisite for all KYAE PD.**

Introduction to the Tests of Adult Basic Education (TABE) facilitated, online course introduces instructors to the methods and responsibilities involved in planning and administering the TABE assessment. Participants will engage in peer discussion and online training activities. Topics include: the TABE resources, how to use the Locator, how to complete and use the diagnostic profile, how to score the TABE, how to convey results to the adult learner and TABE testing accommodations. The four-week (approximately 2 hours/week) course is **not** self-paced. Participants must complete each lesson within a seven-day window. *The Orientation to Adult Education online course is a prerequisite or co-requisite for this course.*

Introduction to the GED Official Practice Tests (OPT) facilitated, online course introduces administration of the GED Official Practice Tests. Participants will engage in peer discussion and online training activities that reinforce all components of the Steck Vaughn OPT Administrators' Manual. Topics include: how to administer the written version of the OPT; how to score an OPT essay and essay scoring guidelines; and analyzing and interpreting results of the OPT. The four-week (approximately 2 hours/week hours), course is **not** self-paced. Participants must complete each lesson within a seven-day window. *The Orientation to Adult Education online course is a prerequisite or co-requisite for this course.*

Professional Development Courses for ESL Instructors

Effective Adult English as a Second Language Classrooms (Part 1) facilitated online course (six-hour, six-week) provides English as a Second Language (ESL) instructors with and introduction understanding of basic issues pertaining to working with English language learners. Participants will explore aspects related to adult learning, cross-cultural awareness and second language acquisition theory as they relate to instructional strategies, different ESL methods and lesson planning for daily classroom instruction. *The Orientation to Adult Education online course is a prerequisite or co-requisite.* Use the KYAE Course Catalog at <http://www.kyvae.org/courses/courses.aspx> to register for this course.

Effective Adult English as a Second Language Classrooms (Part 2) online course is a six-hour, six-week, online facilitated course which examines and analyzes curriculum and materials for the adult ESL classroom, as well as plan for instruction on the unit level. Issues related to general classroom assessment and Comprehensive Adult Student Assessment Systems (CASAS) and the Basic English Skills Test (BEST) will also be covered. *Effective Adult English as a Second Language Classrooms (Part 1)* is a prerequisite. Use the KYAE Course Catalog at <http://www.kyvae.org/courses/courses.aspx> to register for this course.

Assessment to Instruction for ESL Instructors (6 hour, 6 weeks) is an online facilitated course that provides instructors with a foundational understanding of how assessments are used to drive instruction in the ESL classroom. Instructors will develop student diagnostic profiles based on the CASAS or BEST assessment results. They also will explore what higher order thinking is required by students to respond accurately to questions encountered during instruction and on assessment. Instructors also will consider the use of the think aloud strategy as a way to improve student comprehension of text. Instructors will engage in interactive learning with their peers through the use of a discussion board and will be asked to develop a lesson plan (individually or in a team) to meet student needs, teach it and complete a self-evaluation. The facilitator will provide course access in an initial message to enrollees. The facilitator will provide course access in an initial message to enrollees. Use the KYAE Course Catalog at <http://www.kyvae.org/courses/courses.aspx> to register for this course.

Pearson-Longman Teacher Development Interactive (TDI) Series modules (4 in all). Each is 10-12 hours. Participants who successfully complete the four modules may earn an **ESL credential** from The City University of New York. KYAE has discussion board exercises on ANGEL in addition to the TDI module coursework. **Each completed module with completed ANGEL exercises counts as one online course under KYAE PD requirements.**

Available in 2011-12

- TDI –Fundamentals of English Language Teaching (described below)
- TDI –Teaching Listening Skills (described Below)

Available in 2012-13

- TDI: Teaching Reading Skills
- TDI: Teaching Speaking Skills

TDI—Fundamentals of English Language Teaching: This facilitated course focuses on some of the basic issues in English language learning and teaching. What language is and what its components are will be considered as will three main theories of learning. Instructors will be asked to teach and reflect on a lesson they develop. The course is one of four that will be offered by KYAE based on a Teacher Development Interactive (TDI) course created by Pearson Longman. Completion of all four courses will result in the receipt of a First TEFL Certificate from the English Language Teaching Institute at [Hunter College](http://www.hunter.cuny.edu/tefl/), City University of New York. The facilitator will provide course access in an initial message to

enrollees.

TDI—Teaching Listening Skills: This facilitated course focuses on five principles for teaching listening skills: (1) keeping the learner active and involved in the lesson, (2) developing listening skills and listening strategies, (3) using effective listening material, (4) designing good listening tasks, and (5) providing clear assessment. It is designed to help ESL instructors assist English language learners with their listening skills. Instructors will be asked to teach and reflect on a lesson they develop. The course is one of four that will be offered by KYAE based on a Teacher Development Interactive (TDI) course created by Pearson Longman. Satisfactory completion of all four courses will result in the receipt of a First TEFL Certificate from the English Language Teaching Institute at Hunter College, City University of New York. The facilitator will provide course access in an initial message to enrollees. **Use the KYAE Course Catalog** at <http://www.kyvae.org/courses/courses.aspx> to register for this course.

Professional Development for Experienced Instructors and Assistant Program Directors Who Instruct

KYAE Common Core Standards, English/Language Arts (Fall 2011)

KYAE Common Core Standards, Mathematics (Spring 2012)

KYAE Common Core Standards professional development is based on the Standards-in-Action Innovations (www.adultedcontentstandards.ed.gov) developed by the U.S. Department of Education and the Office of Vocational and Adult Education. Part 1, Understanding the Standards We Teach, will provide educators with an introduction to standards-based education. Standards offer measurable objectives on which instructors can base their curricula. By “unpacking,” or looking at the components of each standard, instructors will consider the knowledge and skills to be taught. Then, as a result of that “unpacking,” instructors will develop sample instructional activities. The second part of the professional development will address the level to which program instructional resources align with the standards. Throughout the professional development, instructors will engage in interactive learning with their peers. Face-to-face sessions and participation in program-based group work will be approximately **45 hours for instructors and 52.5 hours for program directors.**

Participant will:

- Attend an initial one-day face-to-face training of their LC in September 2011
- Complete the first set of assignments within the following four weeks and post the completed work on ANGEL
- Attend a second one-day face-to-face training of their LC in October 2011 (four weeks after the September training) unless otherwise approved by KYAE
- Complete and post the second set of assignments on ANGEL within the four weeks following the second training

To register go to KYAE Course Catalog at <http://www.kyvae.org/courses/courses.aspx>.

Instructors who teach both English/Language Arts and Mathematics may choose to participate in either Fall 2011 or Spring 2012. The decision should be based on the instructor's primary teaching assignment and made in consultation with the program director. **The program directors have already registered participants in both of these face-to-face courses in April 2011.**

KYAE Common Core Standards online course is a 12-15 hour, six-week introduction to standards-based education. The course will provide educators with an introduction to standards-based education. Standards offer measurable objectives on which instructors can base their curricula. By "unpacking," or looking at the components of each standard, instructors will consider the knowledge and skills to be taught. Then, as a result of that "unpacking," instructors will develop sample instructional activities. The second part of the PD will address the level to which program instructional resources align with the standards. Participants will engage in interactive learning with peers through the use of a facilitated discussion board and interactive activities. **Use the KYAE Course Catalog** at <http://www.kyvae.org/courses/courses.aspx> to register for this course.

KYAE Required Assessment Refresher Courses

All instructors and program directors will complete these refresher courses every other program year.

Use the KYAE Course Catalog at <http://www.kyvae.org/courses/courses.aspx> to register for these courses.

The Tests on Adult Basic Education (TABE) Refresher online course reviews the methods and responsibilities involved in planning and administering the Tests for Adult Basic Education (TABE) and Forms 9 and 10. This is a refresher of the test protocols and FAQs. KYAE requires program directors and instructors (excluding ESL instructors) to complete this review every other program year.

The GED Official Practice Tests (OPT) Refresher online course reviews the test protocols and OPT frequently asked questions. KYAE requires program directors and instructors (excluding ESL instructors) to complete this review every other program year.

CASAS Implementation Training online **course is required for ESL instructors**. CASAS is an approved enrollment test for ESL students. CASAS requires this implementation training for counties seeking to purchase the CASAS and use it in their program. CASAS issues a certification code to participants who successfully complete the course. Participants have 30 days to complete the online training from the date they register on the CASAS website. KYAE requires program directors of ESL programs and ESL instructors to complete this review every other program year.

Additional registration is needed in order to take the CASAS Implementation Training:

- Go to the CASAS web site at: <http://training.casas.org/>
- Look under **Course Categories** and select Initial Implementation Training
- A screen requesting your username and password will appear. Click on **Click here** to Register to set up a user name and password. After that, you should be able to go ahead and take the course.
- Complete the course and send the certificate of completion to Benita Wilhoite at Benita.Wilhoite@ky.gov. She will update the AERIN database with the completed course.

2011-12 KYAE Optional Professional Growth Electives

These electives are offered one time per program year.

PowerPath

65+ hours of face-to-face sessions and in-program work

PowerPath focuses on how a person learns and the way to create the best possible environment for achieving learning gains. The PowerPath step-by-step process consists of easy-to-use screenings and a method for analyzing the results and recommending strategies for student use. It works to build personal insight and understanding to create students who are able to succeed by overcoming their own personal challenges. PowerPath establishes learning partnerships between students and instructors and students with students, thereby leading to a greater sense of confidence, self-advocacy and success.

This elective requires a program director to participate along with an instructor. PowerPath is a one-year elective involving 65+ hours of face-to-face sessions and in-program work. If you have questions, please contact Meryl Becker-Prezocki at (502) 573-5114, ext. 215, or meryl.becker-prezocki@ky.gov.

Assessment to Instruction *(January 9-February 17, 2012)*

This six-week online facilitated course provides a foundational understanding of how assessment is used to drive instruction in the classroom. The course will engage participants in interactive learning with peers through the use of blogs, facilitated discussion boards and professional growth activities. A final project is **no longer required**. KYAE will offer each PG course **one time** during the program year. Each course requires a minimum of 15 participants.

Effective Instructional Strategies, Part 1 *(August 15-September 23, 2011)*

This six-week, online facilitated course provides instructors with an understanding for how to integrate research and best practices into effective classroom instruction. The course will engage participants in interactive learning with peers through the use of blogs, facilitated discussion boards and professional growth activities. A final project is **no longer required**. KYAE will offer each PG course **one time** during the program year. Each course requires a minimum of 15 participants.

Effective Instructional Strategies, Part 2 *(January 9-February 17, 2012)*

This six-week, online facilitated course provides instructors and instructor's aides with additional strategies for improvement of instruction in their classrooms. The course will engage participants in interactive learning with peers through the use of blogs, facilitated discussion boards and professional growth activities. A final project is **no longer required**. KYAE will offer each PG course **one time** during the program year. Each course requires a minimum of 15 participants. *Effective Instructional Strategies, Part 1 is a prerequisite.*

Effective Lesson Planning *(August 8-September 16, 2011)*

This six-week, online facilitated course provides instructors with an understanding of how to develop effective lesson plans. The course will engage participants in interactive learning with peers through the use of blogs, facilitated discussion boards and professional growth activities. A final project is **no longer required**. KYAE will offer each PG course **one time** during the program year. Each course requires a minimum of 15 participants.

Health Literacy and Financial Literacy *(September 12-October 21, 2011)*

To address the growing need for explicit instruction in health and financial issues, this online, facilitated course will guide instructors toward instructional strategies for the classroom that address literacy, vocabulary, and computations, as well as provide reliable resources for acquiring and using financial and health literacy materials for instruction. In the health literacy segment, instructors will explore resource materials that address cultural competency, diverse populations, effective communication and prevention services. They will learn how to assess the health literacy needs of adults, learn strategies to address reading and comprehension challenges that impact prevention and intervention outcomes and identify health resources for adults that promote an understanding of health literature. In the financial literacy segment, the instructors will work with resources and instructional strategies that support the development and acquisition of financial management skills. Additionally, the course will cover how to use Web-site resources for English and non-English speaking adult education students. Instructors will be expected to develop a lesson plan that addresses health or financial literacy skills for their adult learners.

Integrating Technology in Instruction *(April 2-May 11, 2012)*

This six-hour, six-week facilitated online course will explore how adult educators can integrate technology into the curriculum and promote a student learning environment that assists and encourages technological skills. While there are many technology tools now (computers, iPads, iPods, smart phones, smart boards, cameras and video cameras) a major focus of this course will be the computer. Instructors will consider the skills that are relevant for learning with technology tools—how to use search engines and be critical consumers of the information found. Features of technology that can support teaching—audio features like the pronunciation of words, online dictionaries, and literacy sites that offer free resources also will be considered. This course will allow instructors to consider how they can use technology to improve their teaching as well as how they can introduce and share the benefits of technology so the students can learn on their own.

ProLiteracy Electives

ProLiteracy will offer six pedagogy courses on mathematics during 2011 and 2012. KYAE will cover the registration cost for adult education instructors and program directors that register for one of these six ProLiteracy courses via the KYAE Course Catalog:

- 1) **Foundations of Teaching Adult Numeracy** *(September 19-October 31, 2011)* This facilitated, online course will provide participants with knowledge on how to keep students at the center of numeracy instruction. They will explore the components of numeracy, how to

address the needs of students with learning gaps, how students' styles of learning math and levels of math knowledge affect their math skills, and ways to build student's success in learning math. Participants will plan classroom activities, test them with your students, and share your experiences with fellow teachers.

- 2) Teaching Reasoning and Problem Solving Strategies** (*October 31–December 19, 2011*) This facilitated, online course examines mathematical reasoning and problem solving strategies and provides numerous teaching strategies and activities that can apply to teaching right away. Numerate adults do more than calculate figures. They think about the relationships between mathematical concepts and real-life situations. They look for patterns, make predictions and evaluate their conclusions. They can form problems, represent them and solve them. They apply critical thinking skills.
- 3) Number Sense: Teaching About Parts and Wholes** (*January 9–February 20, 2012*) Teaching students how to use estimation, mental math, benchmarking, and calculators will enhance their conceptual understanding of numbers and what numbers represent. This facilitated, online course focuses on helping adult students develop number sense by addressing two key questions: When is it necessary to have an exact answer, and when is an estimate sufficient? When calculation is necessary, which tool is appropriate to use? You'll design math activities that are permeated with estimation, mental math, and reasonableness strategies. *Foundations of Teaching Adult Numeracy and Teaching Reasoning and Problem Solving Strategies are ProLiteracy's prerequisites.*
- 4) Geometry: Teaching about Shapes and their Measures** (*February 13–March 26, 2012*) Adult basic education students need foundational geometry and measurement skills not only to succeed in GED math, but also in the workplace. In this facilitated, online course, participants will explore key topics in geometry, such as area, perimeter, and volume, and their importance in everyday life. Participants look at numerous instructional activities for teaching about angles, spatial relationships, similarity, and figure transformations on a coordinate graph system. *Foundations of Teaching Adult Numeracy and Teaching Reasoning and Problem Solving Strategies are ProLiteracy's prerequisites.*
- 5) Data: Helping Students Interpret Statistical Representations** (*March 19–April 30, 2012*) Data, or numerical information, can be described, represented, analyzed, and interpreted in various ways for various purposes. This facilitated, online course looks at some common uses (and misuses) of data. Learn about the measures of central tendency statistics, graphs, and probability. Through the course readings, activities, and discussions, you'll review basic concepts and explore strategies for introducing and teaching these concepts to your adult students. *Foundations of Teaching Adult Numeracy and Teaching Reasoning and Problem Solving Strategies are ProLiteracy's prerequisites.*

- 6) Algebra: Introducing Algebraic Reasoning** (April 23-June 4, 2012) Research suggests that math topics, including algebra, should be taught at all levels, not just when a student is ready for GED preparation. In this facilitated, online course, participants will learn how to introduce algebraic reasoning to your students, and you'll experiment with strategies for teaching numeric patterns, relationships, and functions based on real-life situations. You'll also explore strategies to help students model quantitative relationships using graphs, tables, words, and equations. *Foundations of Teaching Adult Numeracy and Teaching Reasoning and Problem Solving Strategies* are **ProLiteracy's** prerequisites.

KCTCS Learn On Demand Online Electives

Online facilitated mathematics courses, schedule set by KCTCS (<http://learnondemand.kctcs.edu/>).

The need to prepare students to meet the challenges of college and career readiness may require instructors to review the math content needed to teach to the higher standards. For this purpose, KYAE suggests enrollment in KCTCS developmental education math courses through Learn on Demand <http://learnondemand.kctcs.edu/> as a professional growth opportunity. Designed for working adults, Learn on Demand courses utilize a revolutionary approach to facilitated online education. Parent courses are delivered in bite-size classes called "modules" that are 3-5 weeks long and allow participants to start on a schedule of their own choosing. It is truly "on-demand education" where adults are free to work at their own pace with the flexibility between choosing from full courses or modules. Placement in modules is determined by KCTCS placement examination. The tuition for successfully completed modules (listed below and on the next page) will be reimbursed by KYAE. *See College Tuition Reimbursement on next page.*

MAT 055 Pre-Algebra

• MAT 0551 – Whole Numbers	0.3 Credit Hours	\$39*
• MAT 0552 – Fractions	0.7 Credit Hours	\$91*
• MAT 0553 – Decimal and Percents	0.7 Credit Hours	\$91*
• MAT 0554 – Signed Number Arithmetic	0.7 Credit Hours	\$91*
• MAT 0555 – Formulas and Measurement	0.3 Credit Hours	\$39*
• MAT 0556 – Tables and Graphs	0.3 Credit Hours	\$39*

MAT 065 Basic Algebra

• MAT 0651 – Measurement	0.3 Credit Hours	\$39*
• MAT 0652 – Algebraic Expressions	0.7 Credit Hours	\$91*
• MAT 0653 – Linear Equations and Inequalities	0.7 Credit Hours	\$91*
• MAT 0654 – Graphing	0.7 Credit Hours	\$91*
• MAT 0655 – Polynomials and Exponents	0.3 Credit Hours	\$39*
• MAT 0656 – Beginning Factoring	0.3 Credit Hours	\$39*

*2010-11 rates